




MEMORANDUM

TO : DIVISIONS, DEPARTMENTS, PROGRAM AND BRANCHES
THE NAVAJO NATION

FROM : 
Ben Manuelito, Department Manager III
Fleet Management Department

DATE : November 29, 2017

SUBJECT : Fleet Management Department & Service Centers
Limited Services


The Fleet Management Department, including Fleet Service Center, Tire Shop and Auto Body Shop staff will be out of the office from **Wednesday, December 06, 2017 through Friday, December 08, 2017 from 8:00 am to 5:00 pm**. The staff will be attending Fleet Management's 14th Annual Safety Awards and Banquet in Albuquerque, NM. The table below indicates the affect this will have in your particular agency:

Type of Service Available	Fleet Service Center
Open for all services	None
Open for limited services	None
Closed - no services	Chinle, Crownpoint, Shiprock, Tuba City, and Window Rock, includes Auto Body Shop and Fleet administration

All fuel islands at all locations will be available for fueling of Navajo Nation vehicles. To avoid any fueling inconvenience, please ensure that your Rusco fuel card is updated as it will not authorize a transaction if your Navajo Nation Vehicle Operator's Permit has expired.

Fleet Management personnel will resume regular business on Monday, December 11, 2017, at 8:00 AM. Thank you for your understanding and cooperation.

CONCURRENCE:


Joelynn Ashley, Division Director
Division of General Services